

Approved For Release 2005/12/14 : CIA-RDP82M00097R001400080003-6

12 September 1967

STAT

[redacted] on 12 September 1967. [redacted] said that STAT the CODIB Secretariat was circulating these changes to all users of the Content Control Code throughout the intelligence community. [redacted] STAT also felt that the nature of the code was such that the USIB Secretariat would not be required to give the changes further circulation. However, [redacted] suggested that the USIB/S keep one master copy of the Content Control Code which would include all changes affecting the code.

haf

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USIB-D-39.7/21
3 May 1967

UNITED STATES INTELLIGENCE BOARD

MEMORANDUM FOR THE UNITED STATES INTELLIGENCE BOARD

SUBJECT : Committee on Documentation Report of Task Team I (Control Content)

REFERENCES : a. USIB-D-39.7/6, 6 May 1964
b. USIB-M-322, 29 April 1964, item 5
c. USIB-D-39.7/5, 16 March 1964

1. The enclosed report by the Committee on Documentation (CODIB) on the study undertaken by CODIB's Task Team I (Content Control), which responds to USIB directives in reference a., is submitted for USIB consideration of the Recommendations contained in Section D, page 3. This report is the fifth response to the USIB action at its meeting on 29 April 1964 (reference b.) approving as amended the CODIB recommendations on pages 20, 21 and 22 of the Stage I Report of the Staff for the Community Information Processing Study (SCIPS) (reference c.).

2. Specifically the enclosed CODIB report, the Task Team I report and its attached Content Control Code are a response to Recommendation 4. a. of the final USIB-approved recommendations regarding the SCIPS Report which directed CODIB to establish an ad hoc group to "develop the community coordinated content control code". In addition to the Recommendations the enclosed CODIB report contains a Background Statement, a Summary of Task Team Accomplishments and CODIB Comments on the Task Team Report.

Distribution:

Regular "D" plus 120
copies to CODIB

Record of USIB action
attached.

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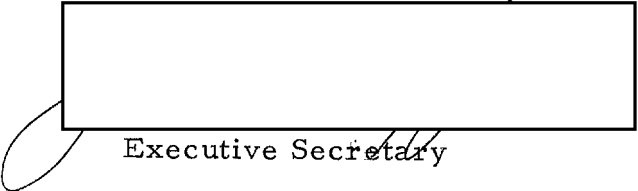
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USIB-D-39.7 ²¹/₂₁
3 May 1967

USIB Action Requested

3. Board members are requested to indicate their concurrence in or other views on the Recommendations in Section D, page 3 of the attached CODIB Report by completing and returning the vote sheet appended hereto by close of business 11 May 1967.

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Executive Secretary

Attachments

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CODIB-D-111/1.1/8
28 April 1967

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: United States Intelligence Board

SUBJECT: Report of CODIB Task Team I - Content Control

REFERENCES: a. USIB-D-39.7/6 (6 May 1964)
b. CODIB-D-111/1.1 series (30 October 1964 -
15 January 1967)

A. Background

This is a report on the study undertaken by CODIB's Task Team I, pursuant to USIB direction contained in reference (a). The objective of the task team was to develop a scheme for identifying the substantive content of intelligence items at or near the time of their publication and to determine the feasibility of its application throughout the intelligence community. The scheme was to be designed primarily to facilitate the dissemination of intelligence items.

B. Summary of Task Team Accomplishments

1. In the course of its deliberations, the task team:
 - a. identified major publishers of intelligence items and the primary distribution points through which these items flow;
 - b. reviewed existing subject codes with special emphasis on those used by analysts to express their intelligence interests;
 - c. developed, tested and completed the design of a coding scheme with which to indicate the substantive content of intelligence items regardless of originator/source, security classification, method or date of acquisition, and technical processing;
 - d. estimated the type and amount of training necessary for an individual to apply content control codings to intelligence items; and

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- 2 -

e. estimated the characteristics of the proposed Content Control System in terms of effectiveness, efficiency and economy.

2. Based on these efforts, the task team concludes that the proposed Content Control Code is suitable for application to the bulk of intelligence items (approx. 900,000 issuances a year) before they are reproduced in many millions of copies and distributed throughout the community. They also conclude that such application will contribute substantially to improved information exploitation. The team proposes incremental implementation of the Code. This will permit operational testing and make possible a determination of actual benefits and costs. Users could then share experiences in completing a detailed system design for an operating system.

C. CODIB Comment on the Report

The Task Team Report and its attached Content Control Code are the products of extensive study and analysis by well-qualified individuals. However, the team was able to discuss the effectiveness, efficiency and economy of the proposed Content Control Code only in terms of the inherent capabilities of what they envisage as an operating system. As noted above, they suggest operational testing during implementation to provide this type of performance data.

CODIB agrees that such performance data can be determined only by comprehensive testing and controlled evaluation. The proposed Code should be applied by USIB-member agencies to a substantial number of intelligence products representing multiple sources, originators, methods of acquisitions, technical processing, and levels of security classification and control. This should provide an adequate basis for determining the effectiveness and efficiency of the Content Control Code as an analytical support tool, for projecting its costs as an operating system, and for determining its precise role in support of existing dissemination and storage and retrieval systems.

Availability of personnel in the operating environment to conduct the test and evaluation is acknowledged as critical. Every effort will be made to channel the test effort into areas where immediate, increased support to the production analyst and system manager can be anticipated. Prospects for such immediate advantage appear to be in the realm of improved interagency exchange of documents, intra-agency distribution of other agency's documents, and document retrieval, on an all-source basis, in response to ad hoc and other unprogrammed requirements.

Upon completion of the test and evaluation of the results obtained, CODIB will recommend appropriate follow-on actions.

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D. Recommendations

CODIB recommends that USIB:

1. Note the attached report.
2. Approve the proposed Content Control Code as the operational test version of the USIB Content Control Code.
3. Request each member agency to participate in operational testing of the proposed Content Control Code. Within 90 days of USIB approval of this report, each participating agency should submit a plan for initial test application or use, including the types and quantities of items to which it will test apply the proposed code.
4. Direct CODIB, through its Support Staff, to coordinate agency plans for test-applying the proposed code to insure that a realistic and representative test will be conducted and that overall, interagency considerations will be documented during the operational testing within agencies. In this regard, CODIB should:
 - a. Prepare a statement of interagency test objectives and parameters as a basis for evaluating interagency performance of the proposed coding.
 - b. From the foregoing statement of objectives, develop necessary procedures and instructions for conducting inter-agency aspects of the test, including essential elements of information to be derived by testing and standard formats for recording this information.
 - c. Evaluate results obtained during the test and recommend appropriate follow-on actions regarding the proposed Content Control Code.
5. Request each of the member agencies to designate a representative to provide liaison between applicers and users in his agency and between his agency and the CODIB Support Staff.
6. Urge its member agencies in their test-application planning to promote wide use of the Code in various applications such as expressing requirements for products of other agencies, facilitating the dissemination of intelligence products between and within agencies, and organizing publication lists and local document files.

Chairman

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UNITED STATES INTELLIGENCE BOARD

VOTE SHEET ACTION

SUBJECT : Committee on Documentation Report of Task Team I
(Control Content)
REFERENCE : USIB-D-39.7/21, 3 May 1967
DUE DATE : 11 May

Agency	Vote	By	Date	25X1
CIA	Concur		24 May	
State	Concur		15 May	
DIA	Concur w/c*		15 May	
NSA	Concur		10 May	
AEC	Concur		5 May	
FBI	Concur w/c*		11 May	

Remarks: * See attached vote sheet.

The Office of the Chairman, CODIB has been notified of this Board action on 21 June and will proceed with implementation.

Approved by DCI on 20 June 1967

Record Secretary's Note, USIB-M-479

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UNITED STATES INTELLIGENCE BOARD

OFFICE OF THE EXECUTIVE SECRETARY

26 May 1967

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MEMORANDUM FOR CHAIRMAN, USIB

SUBJECT : CODIB Report on Task Team I - Content Control

1. All other USIB members have concurred in the attached CODIB recommendations on the report of Task Team I - Content Control. The DIA and FBI concurrences contained the following comments;

DIA

DIA participation in the operational test will be restricted to an analysis of the usefulness to DIA of receiving documents produced by NSA, CIA, etc. with the appropriate content control code affixed. In this manner we will test the usefulness of the code for dissemination purposes within DIA and will be able to make recommendations at the end of the test period on required changes in the code.

FBI

Although the FBI concurs in the overall recommendations, we will not participate in the testing of the content control code.

2. Also attached for your information is the CIA briefing note, and a copy of Admiral Taylor's memorandum of concurrence with internal instructions regarding test application of the proposed code within CIA.

3. Request your approval of the CODIB recommendations, while noting the above DIA and FBI comments, to complete action on this report.

[Redacted Signature Box]

Executive Secretary

Approve:

Richard Helms 20 June 1967
Date

Richard Helms
Chairman, USIB

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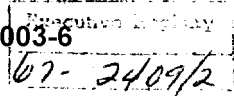
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24 MAY 1967

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science & Technology
Chairman, CODIB
CIA Member, CODIB

SUBJECT: CODIB Recommendations Regarding
Content Control Code

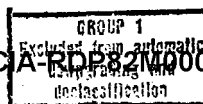
I have concurred, on behalf of CIA, in the CODIB recommendations to USIB concerning the proposed Content Control Code (USIB-D-39.7/20). My concurrence should not be construed, however, as directing or authorizing test application of the proposed code to the product of any component of the Agency, without specific agreement thereto by the Deputy Director concerned.

/s/ Rufus Taylor

Rufus Taylor
Vice Admiral, U. S. Navy
Deputy Director of Central Intelligence

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Attachment
USIB-D-39.7/20
3 May 1967

MEMORANDUM FOR EXECUTIVE SECRETARY, USIB

SUBJECT : Vote Sheet Action

REFERENCE : USIB-D-39.7/20, 3 May 1967

1. With respect to the Recommendations in Section D, page 3 of the CODIB Report attached to the reference:

a. I concur therein.

b. I Concur therein, subject to the comments or amendments set forth in paragraph 2 below.*

c. I do not concur in the recommendations. See comments below.*

2. Comments or amendments:*

DIA participation in the operational test will be restricted to an analysis of the usefulness to DIA of receiving documents produced by NSA, CIA, etc. with the appropriate content control code affixed. In this manner we will test the usefulness of the code for dissemination purposes within DIA and will be able to make recommendations at the end of the test period on required changes to the code.

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(Signature)

Chief of Staff
(Title)

15 May 1967
(Date)

Defense Intelligence Agency
(Agency)

*May necessitate classification and control of this memorandum.

Attachment
USIB-D-39.7/20
3 May 1967

MEMORANDUM FOR EXECUTIVE SECRETARY, USIB

SUBJECT : Vote Sheet Action

REFERENCE : USIB-D-39.7/20, 3 May 1967

1. With respect to the Recommendations in Section D, page 3 of the CODIB Report attached to the reference:

a. I concur therein.


X

b. I Concur therein, subject to the comments or amendments set forth in paragraph 2 below. *

c. I do not concur in the recommendations. See comments below. *

2. Comments or amendments:*

Although the FBI concurs in the overall recommendations, we will not participate in the testing of the content control code.


(Signature)

Assistant Director
(Title)

5/11/67
(Date)

FBI
(Agency)

*May necessitate classification and control of this memorandum.

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CODIB-D-111/1.1/4
15 January 1967

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D

COMMITTEE ON DOCUMENTATION

TASK TEAM I -- CONTENT CONTROL

FINAL REPORT

S-E-C-R-E-T

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CODIB-D-111/1.1/4
15 January 1967

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

MEMORANDUM FOR: Chairman, Committee on Documentation
SUBJECT: Transmittal of Task Team I Final Report
REFERENCE: CODIB-D-111/1.1/2, 30 October 1964

1. CODIB Task Team I - Content Control submits herewith its final report and a proposed USIB Content Control Code for CODIB consideration and approval. The substance of the Task Team's Interim Report (T/1/R-1, 3 January 1966) is incorporated into this final report.

2. The Task Team performed all of its tasks and designed a scheme which it believes satisfies all of the parameters as stated in its Terms of Reference. Incremental implementation should now proceed as recommended in this report.

3. The Chairman wishes to commend highly the members of the Task Team for more than two years of dedicated endeavor in developing this product.

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Chairman
Task Team I - Content Control

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UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Final Report

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1. Terms of Reference (CODIB-D-111/1.1/2)
2. Major Publishers and Distribution Points
3. Document Flow
4. Characteristics of Existing Area Codes
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ATTACHMENT

Proposed USIB Content Control Code

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- 1 -

I. Introduction

In accordance with its Terms of Reference, Appendix 1, the Content Control Team has completed its assignment. It has:

1. identified the major publishers of intelligence items and the primary distribution points through which these items flow;
2. reviewed existing subject codes with special emphasis on those used by analysts to express their intelligence interests;
3. developed a tentative content control scheme, conducted a series of design tests, and received comments thereon from persons responsible for the production and distribution of intelligence items;
4. completed the design and development of the proposed Content Control Code whose three schedules for coding by geographic-political area, by subject matter, and by specifics of an identifying nature;
5. determined potential values and advantages of implementing and maintaining the proposed Code;
6. estimated the type and amount of training necessary for an individual to apply the Code to intelligence items;
7. estimated the performance of the proposed system in terms of effectiveness, efficiency and economy;
8. recommended procedures for implementing and monitoring content control code applications. The proposed Content Control Code is attached to this report.

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XI. Task Team Recommendations.

It is recommended that:

1. CODIB approve this report and forward it to USIB for final approval.

2. USIB adopt the proposed Content Control Code as the USIB Content Control Code.

3. USIB request each of its member agencies to determine the types of items to which they will initially apply the Content Control Code and submit a plan for initial application and use. This information to be provided to CODIB within thirty days of USIB approval of this report.

4. USIB direct CODIB to coordinate these plans to insure that a realistic and representative effort will be initiated.

5. USIB request each of its members to appoint a coordinator to provide necessary liaison between appliers and users of the Code, and between his agency and the CODIB Support Staff.

6. USIB direct CODIB to assign the responsibility for maintenance of the Code to its Support Staff. The Support Staff should carry out this responsibility with the advice and consent of the CODIB Subcommittee on Standardization. Maintenance should include:

- a. Developing regulations for its use.
- b. Preparing training manuals.
- c. Exploring new areas for its application and use.
- d. Issuing revisions when required.
- e. Preparing a status report for CODIB, one year after the codes adoption by USIB.

7. USIB urge its member agencies to consider use of the Code to express requirements for reports of other agencies; to facilitate the dissemination of such reports; and to organize intelligence information in reports, on publication lists, in document files, and wherever else it is found useful.

8. CODIB discharge Task Team I.

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CONTENT CONTROL CODE

FIRST EDITION

January 1967

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

C-O-N-F-I-D-E-N-T-I-A-L

IHC-D-111/1.1/17

19 July 1968

U N I T E D S T A T E S I N T E L L I G E N C E B O A R D
I N T E L L I G E N C E I N F O R M A T I O N H A N D L I N G C O M M I T T E E

I N S T R U C T I O N M A N U A L
F O R
C O N T E N T C O N T R O L C O D E
A P P L I C A T I O N S

(These Instructions supplement those appearing
in the Content Control Codebook)

C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

IHC-D-111/1.1/17
19 July 1968

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C-O-N-F-I-D-E-N-T-I-A-L

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INTRODUCTION

1. Each year collection, processing and production components of USIB member agencies produce thousands of intelligence documents. The information contained in these documents is acquired from many different sources utilizing a variety of methods and techniques and covers an extremely wide range of subjects. In some cases extensive technical processing is required in order to present the information in documentary form. The documents are produced to serve a variety of departmental purposes and utilize many different formats, forms of presentation, modes of transmission, data elements and codes.

2. The Content Control Code (CCC) is designed with all of these considerations in mind. It attempts to minimize the impact of departmental differences on on-going dissemination, processing, and analysis operations occurring throughout the community. Content Control notations applied to the bulk of intelligence documents before they are reproduced in quantity and disseminated should facilitate dissemination of these documents between agencies and reduce screening time at successive distribution points. The CCC might also be used to organize specialized document filing systems, by area and/or subject regardless of the variety of sources, methods of acquisition, producing agencies, etc. involved. It might also be used to provide an orderly arrangement for items on accession lists, compilations of abstracts, summary reports, or production and collection guides.

3. The presence of content control notations on intelligence documents should enhance and expedite intelligence research and production when new or unanticipated requirements for substantive analysis arise. The ability to respond to requirements for all available information in terms of a single area/subject coding system, albeit a quite general one, should be especially significant in times of crisis and attendant "crash" efforts.

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